



**STATE OF MARYLAND**  
**OFFICE OF THE ATTORNEY GENERAL (OAG)**  
**REQUEST FOR PROPOSALS (RFP)**  
**CASE/MATTER MANAGEMENT SYSTEM**  
**RFP NUMBER C81-2017-1**

**AMENDMENT ISSUE DATE: 04-26-2017**

### **3.2 Agency / Project Background**

#### **3.2.1 Agency Overviews**

The **OAG** is authorized by and operates under the provisions of Article V of the State Constitution and Title 6 of the State Government Article. The OAG includes a central office and multiple field offices that are typically located within the headquarters of various State agencies/organizations. The OAG central office is located at 200 St. Paul Place, Baltimore, Maryland 21202 and consists of 793 employees, including approximately 589 attorneys. Divisions within the OAG's central office include:

- Administration
- Aging
- Agriculture
- Antitrust
- Assessments & Taxation
- Automobile Insurance Fund
- Aviation Administration
- Budget and Management
- Child Support Enforcement Agency
- Civil Litigation
- Commerce
- Information Technology
- Institute of Emergency Medical Services
- Insurance Administration
- Insurance Fraud
- Juvenile Justice Monitoring
- Juvenile Service
- Labor, Licensing & Regulation
- Longitudinal Data System Center
- Lottery
- Medicaid Fraud Control Unit
- Motor Vehicle Administration

- Comptroller
- Consumer Protection
- Contract Litigation
- Correctional Litigation
- Courts
- Criminal Appeals
- Criminal Investigations
- Educational Affairs
- Energy
- Environment
- Environmental Crimes
- Environmental Services
- Executive
- General Assembly
- General Services
- Health and Mental Hygiene
- Health Benefit Exchange
- Health Occupations  
Prosecution and Litigation
- Health Policy Development
- Health Services Cost Review  
Commission
- Higher Education Commission
- Housing and Community  
Development
- Human Resources
- Natural Resources
- Office of the Secretary of State
- Opinions & Advice
- People's Insurance Counsel
- Planning
- Port Administration
- Public Access Unit
- Public Finance
- Public Safety and Correctional  
Services
- Securities
- Stadium Authority
- State Department of Education
- State Department of Education
- State Highway Administration
- State Police
- State Retirement Agency
- State Treasurer's Office
- Subsequent Injury Fund
- Technology Development  
Corporation
- Transit Administration
- Transportation
- Transportation Authority
- Uninsured Employers' Fund
- Workers Compensation  
Commission

The **OPD** was created in 1971 (Chapter 209, Acts of 1971). Its formation had been recommended in December 1970 by the Joint Governor's Commission and Baltimore City Bar Association's Committee for the Study of the Public Defender System for the State of Maryland.

The OPD includes a central office and multiple field offices that are typically located in Circuit, District and Juvenile Courts throughout the State. The OPD central office is located at 6 Saint Paul Street, Suite 1400, Baltimore, MD 21202.

The OPD consists of 900 employees, including 570 attorneys who provide legal services to eligible individuals through twelve district offices. Each District conforms to the statutory geographic boundaries of the District Courts. There are eight statewide operational divisions within the Office of the Public Defender:

- Appellate Division
- Children In Need of Assistance (CINA) Division

- Forensics Division
- Juvenile Protection Division (JPD)
- Major Crimes and Complex Litigation Division
- Mental Health Division (Involuntary Institutionalization Services)
- Post-Conviction Defenders (PCD) Division
- Social Work Division

Representation is provided in District Courts, Juvenile Courts, Circuit Courts, judicial bail reviews and related collateral hearings, Children in Need of Assistance (CINA) and termination of parental rights (TPR) cases.

4.1.3.16 Technical Proposal - Required Forms and Certifications (Submit under TAB O)  
For paper submissions, submit two (2) copies of each with original signatures. All signatures must be clearly visible.

- A. Completed Bid/Proposal Affidavit (Attachment C).
- B. Completed MDOT Certified MBE Utilization and Fair Solicitation Affidavit Attachment D-1A).
- C. Completed Maryland Living Wage Requirements Affidavit of Agreement (Attachment F-1).
- D. Completed Conflict of Interest Affidavit and Disclosure (Attachment H).
- E. Completed Mercury Affidavit (Attachment K)
- F. Completed Location of the Performance of Services Disclosure (Attachment L).
- G. Labor Classification Personnel Resume Summary (Attachment Q)